



WIRELESS E-911 SERVICES BOARD

August 8, 2001

10:00 a.m.

Crowne Plaza Hotel
555 E. Canal Street
Richmond, Virginia 23219

Members Present:	Jerry Simonoff, Chairman James McDonnell, Vice Chairman Melvin Breeden (arrived 11:55 a.m.) Edward Coglio	Captain John Furlough William Landside Chief Henry Stanley (arrived 11:15 a.m.) Robert Woltz
Members Absent:	Chief Julian Taliaferro Ralph Jones Terry Hall Sheriff Ron Oakes Tom Hanson	David Apperson
Staff Present:	Steve Marzolf, Coordinator Mel Sheridan, Analyst Brenda Bolton, Administrative Assistant	

CALL TO ORDER

Jerry Simonoff, Chairman, called the meeting of the Wireless E-911 Services Board (hereafter referred to as the Board) to order at 10:00 a.m., Mr. Simonoff welcomed all in attendance. A quorum was not present at the beginning of the meeting; however, the staff had confirmed that two additional board members would be arriving later in the meeting, which would then establish a quorum. In the interim, the Chairman asked that staff conduct a brief overview of each action item on the agenda entertaining both board member and audience comment. Mr. Marzolf proceeded to brief the action items and at 11:55 a.m. a quorum was seated. Items not revisited for action later in the meeting included a brief review of the financial report and an overview of the attached monthly updates from the respective CMRS Providers. ([Click to access reports](#))

ACTION AGENDA

(Actions taken following establishment of a quorum)

Mr. Woltz made a motion, seconded by Chief Stanley, that the Board minutes of July 11, 2001 be approved as presented; passed 8-0-0.

Mr. Marzolf again gave a short overview of the proposed CMRS Phase II Funding Guidelines as per the attached document entitled "Virginia Wireless E-911 Services Board Phase II Guidelines for the Supplemental Submissions of Commercial Mobile Radio Service (CMRS) Costs – Estimates for the Fiscal Year beginning July 1, 2001 and ending June 30, 2002." Mr. Breeden noted that some administrative corrections were required on the proposed guidelines. Staff noted the necessary corrections. Mr. Woltz made a motion, seconded by Mr. McDonnell to approve the guidelines as amended with administrative corrections; passed 8-0-0.

Mr. Marzolf again made a short presentation regarding FY 2003 Funding Guidelines as per the attached document entitled "Virginia Wireless E-911 Services Board Phase II Guidelines for the Supplemental Submission of Public Safety Answering Points (PSAP) Cost – Estimates for the Fiscal Year beginning July 1, 2002 and ending June 30, 2003." Mr. McDonnell made a motion, seconded by Mr. Woltz to accept the guidelines as presented; passed 8-0-0.

Mr. Marzolf again made a short briefing regarding FY 2003 Funding Guidelines as per the attached document entitled "Virginia Wireless E-911 Services Board Phase II Guidelines for the Supplemental Submission of Commercial Mobile Radio Service (CMRS) Costs – Estimates for the Fiscal Year beginning July 1, 2002 and ending June 30, 2003." Mr. Breeden noted that some administrative corrections were required on the proposed guidelines. Staff noted the necessary corrections. Mr. Woltz made a motion, seconded by Mr. Landsidle to approve the guidelines as amended with administrative corrections; passed 8-0-0.

LEGISLATIVE AGENDA

Mr. Marzolf made a presentation regarding possible items for the upcoming legislative agenda; of primary concern was the issue of the surcharge to prepaid wireless telephone service. Following general discussion, a motion was made by Mr. McDonnell, seconded by Mr. Woltz that staff prepare and forward a legislative initiative that requires prepaid wireless providers to collect the surcharge, collection of the surcharge could be made at the Point of Sale or Monthly at the election of the provider; however, the provider was to formally select which method would be used and then maintain a consistency of collection; passed 8-0-0.

Mr. Landsidle made a motion, seconded by Chief Stanley that staff prepare and forward a legislative initiative to allow a Board member to designate a formal proxy by letter to the Board to satisfy quorum requirements in the absence of the appointed member; passed 8-0-0.

OLD BUSINESS

Mr. Marzolf gave an update regarding the information received by the Attorney General which addressed the following:

- Out of State Subpoenas
 - Out of state companies operating in Virginia must follow Virginia law, including subpoenas.
- Board requiring CMRS Providers to provide subscriber information

- The Board has policy authority only for funding enhanced wireless emergency telecommunication services.
- The impact of FCC action on providing Phase II cost recovery to CMRS Providers.
 - The FCC order removing the requirement to provide cost recovery for Phase II has no impact on Virginia Law.

Mr. Marzolf made a presentation regarding staff recommendations regarding Project Management Funding. Staff recommendations were as follows:

- Recommend \$32K maximum cost recovery for reasonable costs for project management for each Phase.
 - 40 hours per month for 8 months @ \$100/hour
- Recommend full cost recovery for reasonable costs for regional project management efforts.
 - Consultant selected by Region
 - Invoiced through DPSC
 - Five contiguous localities as minimum to form a region

Mr. Breeden made a motion, seconded by Mr. McDonnell to accept staff recommendations with the amendment that the words “for reasonable costs” be inserted as above; passed 8-0-0.

NEW BUSINESS

FY02 Adjustment Submission:

Mr. Woltz made a motion, seconded by Mr. McDonnell that the FY02 adjustment submission for Rockbridge Regional Public Safety Communications Center be approved in the amount of \$14,831; passed 8-0-0.

FY02 Funding Submission:

Mr. McDonnell made a motion, seconded by Mr. Breeden that the FY02 submission for the City of Franklin be approved in the amount of \$54,142.25; passed 8-0-0.

Mr. Marzolf stated that David Apperson would no longer be a member of the Board as a result of his resignation from Alltel, which no longer makes him eligible to be a member. Those interested in serving in Mr. Apperson’s place were requested to submit a resume for consideration.

With no other business to be discussed, the meeting was adjourned.

Respectfully submitted,

 Brenda A. Bolton
 Administrative Assistant
 Public Safety Communications
 Department of Technology Planning

Approved by Board: _____
 (date)

Virginia Wireless E-911 Services Board
Phase II Guidelines for the Supplemental Submissions of
Commercial Mobile Radio Service (CMRS) Costs
Estimates for the Fiscal Year beginning July 1, 2001 and ending June 30, 2002
Adopted August 8, 2001

Purpose

The Virginia Wireless E-911 Services Board (the Board) has adopted these guidelines in accordance with Article 7, Chapter 15 of Title 56 of the *Code of Virginia*. The guidelines apply to commercial mobile radio system (CMRS) providers and govern the submission of cost estimates for the fiscal year beginning on July 1, 2001 and ending June 30, 2002 (FY 2002).

Introduction

The FY2002 CMRS Phase II funding guidelines generally follow the same policies established in Phase I: anything required for wireless E-911 will be fully funded and anything shared between wireless and other calls will be funded to the proportion of wireless calls to total calls handled by the item.

The Board will allow any CMRS provider seeking Phase II funding for FY2002 (the current fiscal year) to submit a Phase II funding request without it being considered a mid-year adjustment. Additionally, a CMRS provider may also submit, as part of their FY2001 true-up, a funding request for Phase II costs that were expended during FY2000 and FY2001. The Board will consider these requests on a case-by-case basis.

Guidelines for CMRS Providers

General

Payments from the Wireless E-911 Fund (the Fund), unless otherwise provided for in law, are limited under Article 7 to “direct” and “reasonable” costs associated with the provision of enhanced 911 services as defined under Federal Communications Commission Order 94-102. CMRS providers must file a cost estimate developed in accordance with these guidelines no later than December 31, 2001 to qualify for payments from the Fund during FY 2002.

CMRS providers must specify which components of their cost estimates are considered confidential and protected as provided for in Article 7. Each CMRS provider submitting a cost estimate by December 31, 2001, will be invited to make a presentation of its cost estimate before a subcommittee of the Virginia Wireless E-911 Services Board as outlined in Article 7.

Phase II

Phase I Costs

After receiving a request for Phase II service from a PSAP, a CMRS provider shall still be eligible for all associated Phase I costs. The following guidelines for Phase II cost recovery should be viewed as being in addition to any Phase I costs already being received by the CRMS Provider.

Infrastructure Components

The Board shall provide funding for the reasonable CMRS provider costs of the infrastructure components of Phase II service. Due to the complexity of the Phase II solutions, the CMRS Cost Recovery Subcommittee of the Board will evaluate each solution on a case-by-case basis. To assist the Subcommittee with the evaluation of the funding submissions, any CMRS provider wishing to receive funding for Phase II implementation must submit the following:

- ◆ a detailed proposal, including costs, for the implementation Phase II in the areas served by the PSAPs requesting service for FY2002;
- ◆ a detailed proposal, including costs, for the implementation of Phase II in all areas of the Commonwealth served by the CMRS provider;
- ◆ a comprehensive review of the technology selected by the CMRS provider for Phase II service including a comparison with any other technologies available for the CMRS providers network;
- ◆ a copy of the results of any testing of Phase II technology performed by the CMRS provider in the selection the Phase II technology; and
- ◆ a copy of any FCC filings made by the CMRS provider that relate to Phase II implementation.

Again, CMRS providers must specify which components of their cost estimates are considered confidential and protected as provided for in Article 7.

Subscriber Units

The Board will not provide funding or subsidies for the increased cost of subscriber units due to the inclusion of location technology.

Service Provider Based Solutions

The Board will provide reasonable funding for the provision of Phase II service through the use of a service provider. Typically, the service provider component takes the place of a portion of the infrastructure components that would otherwise be necessary. These costs are often provided as an increased capitated cost over the cost of Phase I.

Funding Request Worksheet

Any CMRS provider intending to implement wireless enhanced 9-1-1 Phase II is strongly encouraged to submit a funding request to the Board. The Wireless E-911 CMRS Funding FY2002 Request/Report Worksheet (attached) has been designed to simplify the process of applying for funding for wireless E-911 improvements. The worksheet supports both the application for grant funds prior to the beginning of a fiscal year and also is used for the “true-up” process at the close of the same fiscal year.

The Worksheet is composed of two areas that are compiled to complete the form. They consist of the following:

1. Non-recurring costs (NRC)
2. Monthly Recurring Costs (MRC)

To the right of each area are two boxes, one titled “Estimated Cost” and one titled actual cost. Only the box titled “Estimated Cost” should be filled in for the grant application. The “Actual Cost” box is left blank until the true-up process (discussed below) at the completion of the fiscal year.

Items listed in each section should be itemized to allow the Board to fully understand the extent of the request. Items listed simply as “software” or “maintenance” will not be acceptable. Greater detail or explanation is necessary, such as “software upgrade to MPC to allow 20-digit processing” or “maintenance of MPC equipment”, to allow the Board to determine if the request falls within these guidelines.

NRC

In this section, list any one-time costs required to implement wireless enhanced 9-1-1. Any costs associated with Phase II implementation should be included in the list, but should be identified as Phase II costs. Total the list of items to the top of the section.

MRC

In this section, list any monthly or recurring costs required to implement wireless enhanced 9-1-1. Any costs associated with Phase II implementation should be included in the list, but should be identified as Phase II costs. Total the list of monthly costs to the top of the section. The total should be the monthly total requested or capitated amount and not the yearly total.

Submission Instructions

After completing the worksheet and totaling the costs to the top of the form, mail, fax or email it to the Board. Include with the submission the information listed above, if a Phase II request is being made.

The deadline for submission for the FY2002 period is December 31, 2001. However, this deadline is only significant if sufficient funding is not available to all requests. In such a case, the available funding is prorated among all of the requests received by December

31. By Virginia Code, the Board must consider funding requests received after that date to the extent there is available funding.

Approval Process

The Board's CMRS Funding Subcommittee will review each request and make a recommendation to the full Board for approval. The Subcommittee may remove specific items before an approval is given. The Board will act on the funding requests at their first monthly following submission of the request.

Distribution of Funding

All payments based on the approved NRC for FY 2002 shall be disbursed in four quarterly installments with the Phase I costs already approved by the Board. The Board will not disburse the MRC until billed by the CMRS provider after implementation of the service. The CMRS provider must bill the Board on a monthly or quarterly basis to receive the MRC approved by the Board.

True-up Process

Each CMRS provider filing a Phase II cost estimate and receiving payments during FY 2002 pursuant to these guidelines must file a statement of actual costs with the true-up report already required for Phase I costs.

Amendment of these Guidelines

The Board reserves the right to adopt such amendments to these guidelines as may be necessary to implement Article 7. CMRS provider are strongly encouraged to suggest changes they feel may be appropriate to improve the implementation of Phase I and Phase II service.

Wireless E-911 CMRS Funding FY2002 Request/Report Worksheet Phase II Supplement

CMRS Provider: _____ **Date:** _____

Funding Type	Estimate	Actual	Difference
Monthly Recurring Cost			
Non-Recurring Cost			
Total			

Monthly Recurring Cost Detail

[illegible]

Non-Recurring Cost Detail

[illegible]

Virginia Wireless E-911 Services Board

Guidelines for the Submission of Public Safety Answering Points (PSAP) Cost Estimates for the Fiscal Year beginning July 1, 2002 and ending June 30, 2003

Adopted August 8, 2001

Purpose

The Virginia Wireless E-911 Services Board (the Board) has adopted these guidelines in accordance with Article 7, Chapter 15 of Title 56 of the *Code of Virginia*. The guidelines apply to public safety answering points (PSAP) and govern the submission of cost estimates for the fiscal year beginning on July 1, 2002 and ending June 30, 2003 (FY 2003).

Introduction

The FY2003 PSAP funding guidelines are a continuation of the guidelines used in previous years with a few modifications. During the past year, the Board has modified or adopted three new policies. These policy changes are indicated in **Bold** and *Italics* to ensure that they are not overlooked. Additionally, in July 2001, the Wireless E-911 Services Board approved a set of guidelines to provide funding to PSAPs for implementation of wireless E-911 Phase II. The guidelines for Phase II generally follow the same policies established in Phase I: anything required for wireless E-911 will be fully funded and anything shared between wireless and other calls will be funded to the proportion of wireless calls to total calls handled by the item.

Letter of Intent

Prior to being eligible for any funding, the PSAP must file a letter of intent with the Board to implement Phase I or Phase II service. An official of the county or municipality operating the PSAP must sign the letter. The letter must state that the PSAP has or intends to request Phase I or Phase II service from all CMRS providers serving the PSAP service area, and the date on which the PSAP expects to implement such service. CMRS providers shall be copied on the letter of intent.

Guidelines for PSAP

General

Payments from the Fund, unless otherwise provided for in law, are limited under Article 7 to “direct” and “reasonable” costs associated with the provision of enhanced 911 services as defined under Federal Communications Commission Order 94-102. Funding is only available to a primary PSAP, defined as a PSAP, which receives a wireless 911 call directly from a CMRS provider. The PSAP must provide the Board with the number of total calls, total 911 calls and total wireless 911 calls that the PSAP projects will be received during FY2003. If a PSAP that does not have actual call counts on which to base a projection, the PSAP must submit evidence of the reasonableness of the projections.

Phase I

Equipment Dedicated to Wireless 9-1-1

The Board shall provide full (100%) funding for any equipment used solely for the processing of wireless E-911 calls. In Phase I, this equipment includes the following:

- ◆ Customer premise equipment (CPE) upgrades specifically for wireless E-911 (i.e. 20-digit upgrade).
- ◆ Trunk interface unit (TIU) cards for dedicated wireless trunks.
- ◆ ***Voice logging recorder expansion for dedicated wireless trunks.***
- ◆ CAD system upgrades caused by wireless E-911 (i.e. ALI data stream format change to CAD interface).
- ◆ ***Since the Board requires call count reporting, the initial purchase of call accounting software if the PSAP does not already have such a system.***

Shared Equipment

The Board shall provide proportional funding for any equipment that is shared between wireless E-911 calls and other types of calls. The formula for determining this proportion shall depend on the use of the piece of equipment. The proportion shall be determined by the dividing the number of wireless 9-1-1 calls by the total number of calls processed by the equipment. Consequently, equipment used only for 9-1-1 (wireline and wireless) shall be funded to the proportion of wireless 9-1-1 calls to total 9-1-1 calls. Equipment that processes all calls received by the PSAP shall be funded to the proportion of wireless 9-1-1 calls to total calls (9-1-1, administrative, etc.) received by the PSAP. The following list is of equipment typically (but not all inclusive) considered to be shared use:

- ◆ CPE purchase or replacement.
- ◆ CPE maintenance or lease.
- ◆ ***Voice logging recorder purchase or replacement.***
- ◆ ***Call accounting software replacement, upgrade and maintenance.***

The following list of equipment is specifically excluded from funding as shared equipment under Phase I:

- ◆ Radio system purchase, maintenance, etc.
- ◆ CAD system purchase, maintenance, etc. (though funding is available to PSAPs requesting Phase II service).
- ◆ PSAP building and furnishings.

Local Exchange Carrier (LEC) Costs

The Board shall provide full (100%) funding for any LEC costs required solely for the processing of wireless E-911 calls. In Phase I, these costs include the following:

- ◆ Selective router/tandem upgrades (typically required only for the call path associated signaling (CAS) solution).
- ◆ Dedicated wireless E-911 trunks (installation and monthly cost).

Personnel Costs

The Board shall provide funding for personnel costs to the proportion of wireless 9-1-1 calls to total calls (9-1-1, administrative, etc.) received by the PSAP. The personnel costs of the PSAP may include the following:

- ◆ Salary and benefits of call takers and dispatchers (full and part time).
- ◆ Salary and benefits of the PSAP director or coordinator so long as they have no responsibilities other than the PSAP.
- ◆ Holiday or overtime compensation.
- ◆ ***Salary and benefits of training coordinators.***
- ◆ ***Any other training costs incurred by the PSAP.***

Specifically excluded from eligible personnel costs is any funding received from the Compensation Board. Only funding provided by the locality shall be used in the calculation of personnel costs.

The PSAP shall be eligible to recovery personnel costs six-months prior to the expected implementation date to allow sufficient time to hire and train new personnel, if necessary. For example, a PSAP, which expects to implement on March 31, 2003, may receive funding for personnel costs from October 1, 2002.

Phase II

Phase I Costs

After making a request for Phase II service, a PSAP shall still be eligible for all associated Phase I costs. The following guidelines for Phase II cost recovery should be viewed as being in addition to any Phase I costs already being received by the PSAP.

Mapping Data

The Board shall provide funding for the creation of mapping data needed for the location of a wireless caller by longitude and latitude; however, the Board is still evaluating the best means in which to provide this funding. The Board may provide funding directly to the PSAP based on the Composite Index assigned to the localities served by the PSAP. As an example, a locality with a .2233 Composite Index would need to fund 22.33% of the cost of the mapping process with the Board funding the remainder. Due to concerns about the ability of PSAPs to share mapping data, as an alternative the Board is considering funding a statewide mapping initiative. Working in partnership with the Virginia Geographical Information Network (VGIN) and other state agencies, such as VDOT, the Board would provide funding to a statewide program that would develop a standardized base map for all to use. The Board has commissioned a study of the costs of both approaches. When the report is completed, the Board will determine the funding methodology for mapping data and these guidelines will be updated.

In addition to the creation of the data, the Board shall provide proportional funding for any PSAP personnel utilized for the creation or maintenance of mapping data. The salary and benefits of such personnel may simply be added to the personnel costs for Phase I. The Board shall also provide proportional funding for addressing equipment such as a

GPS received used to locate buildings. The cost of this equipment may be considered with other shared equipment.

Mapping Display System

For Phase II, the Board has classified the initial purchase of a mapping display system in the PSAP to be “Equipment Dedicated to Wireless E-911”, as outlined above. The PSAP may chose to implement the mapping display system as part of the CPE equipment, computer-aided dispatch (CAD) system, or as a separate stand-alone system. No matter which method is selected, the Board shall provide full (100%) funding for the implementation of the system if the PSAP does not already have a computerized mapping capability. If the PSAP already has a mapping capability through a CAD system, the Board shall provide full (100%) funding (“Equipment Dedicated to Wireless E-911”) for an interface between the existing mapping system and the new wireless Phase II data.

PSAPs choosing to implement the mapping display system as part of a CAD system and the PSAP did not previously operate a CAD system shall not only be eligible for full (100%) funding of the mapping display component and interface for the new CAD system but shall also be eligible for proportional funding of remaining cost of the overall CAD system. Any funding received from other state or federal grants must be excluded from the remaining cost of the system.

The Board shall fund the replacement of mapping display systems as shared equipment, as outlined above. Regardless of whether the mapping display system is part of the CPE equipment, CAD system, or a stand-alone system the same proportional funding will be provided except that if the entire CAD system is also replaced, the PSAP shall be eligible for proportional funding of only the mapping display system and interface components. No funding shall be provided for the remaining cost of the CAD system.

The Board shall also fund the maintenance of the mapping display as shared equipment for the CPE based and stand-alone systems. No funding shall be provided for the CAD system based configuration due to the complexity of splitting the cost out and the highly variable levels of service.

Another option the Board considered for the provision of a mapping display system was a service provider based system. The Board would also provide full (100%) funding for this type of system.

Funding Request Worksheet

Any PSAP intending to implement wireless enhanced 9-1-1 Phase I or Phase II is strongly encouraged to submit a funding request to the Board. The Wireless E-911 PSAP Funding Request Worksheet (attached) has been designed to simplify the process of applying for funding for wireless E-911 improvements. The worksheet supports both the application for grant funds prior to the beginning of a fiscal year and also is used for the “true-up” process at the close of the same fiscal year.

The Worksheet is composed of six separate areas that are compiled to complete the form. They consist of the following:

1. Header information
2. Call Load Data
3. Equipment dedicated to Wireless E-911
4. Shared Equipment
5. Local Exchange Carrier Costs
6. Personnel Costs

To the right of each area are two boxes, one titled “Estimated Cost” and one titled actual cost. Only the box titled “Estimated Costs” should be filled in for the grant application. The “Actual Cost” box is left blank until the true-up process (discussed below) at the completion of the fiscal year.

Items listed in each section should be itemized to allow the Board to fully understand the extent of the request. Items listed simply as “software” or “maintenance” will not be acceptable. Greater detail or explanation is necessary, such as “software upgrade to CPE to allow 20-digit processing” or “maintenance of CPE equipment”, to allow the Board to determine if the request falls within these guidelines.

Header Data

Under this section list the jurisdiction name and applicable fiscal year for which funds are requested. Also, after completing the rest of the worksheet, fill in the Total Funding Request at top right.

Call Load Data

Call Load Data should be filled in for both the “Last 12 Months” and the “Estimated” categories. The “Last 12 Months” column is to give the Board a measure of the reasonableness of the estimated counts. If this information is unavailable for the previous 12 months put “N/A” in the fields.

For the “Estimated” category, simply estimate how many calls your PSAP will answer during the fiscal year in which funds are requested. If prior data is not available on which to base a projection, the PSAP must attach to the worksheet an explanation of how the projection was developed. One method on developing a projection is to count calls manually for a period of 30 days and multiple that number by 12. A reasonable growth factor may also be applied to that extrapolated yearly figure. While this may not be perfectly accurate, it will suffice for the estimate process so long as the 30-day window is not unusually busy or slow. Call accounting software, fully funded by the Board, will take most of the guesswork out of this part of the worksheet.

The category of each type of call is as follows:

Total Telephone Calls

This should include all calls answered by the call takers and dispatchers in the PSAP. The total should include all 9-1-1 calls (wireline and wireless), all 7-digit dial numbers and any other administrative calls answered in the PSAP.

Total 911 Calls

This should include all 9-1-1 calls answered by the PSAP including both wireline and wireless.

Total Wireless Calls

This should include all wireless 9-1-1 calls answered by the PSAP. It does not include wireless 9-1-1 calls transferred to the PSAP by the State Police.

Equipment Dedicated to Wireless E-911

In this section, list any equipment dedicated to the processing of wireless E-911 calls, as defined above. Total the list of the equipment to the top of the section.

Shared equipment

In this section, list any shared equipment, as defined above. Total the cost of any equipment shared between wireless 9-1-1 and all 9-1-1 calls and multiple this amount by that proportion. Total the cost of any equipment shared between wireless 9-1-1 and all calls answered by the PSAP and multiple this amount by that proportion. Add the two totals together and enter it at the top of the section.

Local Exchange Carrier (LEC) Costs

In this section, list any LEC costs, as defined above. Total the list to LEC costs to the top of the section.

Personnel Costs

In this section, list any personnel costs, as defined above. Please remember to exclude any compensation Board funding and itemize the list of costs so that the Board can determine the appropriateness of funding. Total the list to the formula below the table. Multiple the total by the proportion of wireless E-911 calls to total calls received by the PSAP and place this amount at the top of the section.

Submission Instructions

After completing the worksheet and totaling the costs to the top of the form, mail, fax or email it to the Board. No supporting material is required for the funding request unless the call count projection explanation is required (above).

The deadline for submission for the FY2003 period is October 1, 2001. However, this deadline is only significant if sufficient funding is not available to all requests. In such a case, the available funding is prorated among all of the requests received by October 1. By Virginia Code, the Board must consider funding requests received after October 1 to the extent there is available funding.

Approval Process

The Board will review each request and approve the request in accordance with these guidelines. The Board may remove specific items before an approval is given. The Board will approve the funding requests by March 1, 2002 so that the localities will know their funding level prior to the approval of their local budgets.

Distribution of Funding

All payments based on the approved costs for FY 2003 shall be disbursed in four quarterly installments equal to one-quarter of the total amount approved by the Board.

True-up Process

Each PSAP filing a cost estimate and receiving payments during FY 2003 pursuant to these guidelines must file a statement of actual costs incurred during FY 2003 with the Board no later than September 1, 2003. Where appropriate, the PSAP must submit copies of paid invoices, purchase orders or other evidence of how the funding was expended. The actual equipment purchased may vary from that approved by the Board. So long as the actual equipment is still allowable under these guidelines, the Board may provide funding. The Board does not true-up on an item by item basis but rather only compares the bottom line funding received versus the amount actually expended to implement wireless E-911.

Payments received in excess of the approved costs shall be refunded to the Board or credited to qualifying payments in subsequent years on such schedules as the Board may determine. Each PSAP participating in the FY 2003 program shall also be required to provide information on how actual call count volume varied from the information provided as part of the cost estimate. The Board strongly encourages each PSAP participating in the E-911 program to develop and maintain accurate and reliable information on total calls received, total 911 calls, and total wireless 911 calls received by the PSAP.

Amendment of these Guidelines

The Board reserves the right to adopt such amendments to these guidelines as may be necessary to implement Article 7. PSAP are strongly encouraged to suggest changes they feel may be appropriate to improve the implementation of Phase I and Phase II service.

Wireless E-911 PSAP Funding FY 2002 Request/Report Worksheet

PSAP: _____ **Total Request :** \$ _____

Date: _____ **Total Actual:** \$ _____

Difference: \$ _____

Call load data:

Description	Last 12 months	Estimated	Actual
Total telephone calls handled by PSAP			
Total 911 calls handled by PSAP			
Total wireless 911 calls handled by PSAP			

Equipment Dedicated to Wireless E-911:

Description	Estimated Cost	Actual Cost

Shared Equipment:

Description	Estimated Cost	Actual Cost

Formula

$$\frac{\text{number of wireless 911 calls}}{\text{total number of calls handled by equipment}} \times \text{equipment cost} = \text{amount of funding}$$

Estimated

Actual

$$\text{_____} \times \text{_____} = \text{_____}$$

$$\text{_____} \times \text{_____} = \text{_____}$$

Local Exchange Carrier (LEC) Costs:

Description	Estimated Cost	Actual Cost

PSAP: _____

Personnel Costs:

Description	Estimated Cost	Actual Cost

Formula

$$\frac{\text{number of wireless 911 calls}}{\text{total number of telephone calls}} \times \text{personnel cost of call takers and dispatcher} = \text{amount of funding}$$

Estimated

Actual

	X	=
--	---	---

	X	=
--	---	---

Virginia Wireless E-911 Services Board

Guidelines for the Submission of Commercial Mobile Radio Service (CMRS) Costs Estimates for the Fiscal Year beginning July 1, 2002 and ending June 30, 2003

Adopted August 8, 2001

Purpose

The Virginia Wireless E-911 Services Board (the Board) has adopted these guidelines in accordance with Article 7, Chapter 15 of Title 56 of the *Code of Virginia*. The guidelines apply to commercial mobile radio system (CMRS) provider and govern the submission of cost estimates for the fiscal year beginning on July 1, 2002 and ending June 30, 2003 (FY 2003).

Introduction

The FY2003 CMRS funding guidelines are a continuation of the guidelines used in previous years with the addition of guidelines for Phase II. The guidelines for Phase II generally follow the same policies established in Phase I: anything required for wireless E-911 will be fully funded and anything shared between wireless and other calls will be funded to the proportion of wireless calls to total calls handled by the item.

Guidelines for CMRS Providers

General

Payments from the Wireless E-911 Fund (the Fund), unless otherwise provided for in law, are limited under Article 7 to “direct” and “reasonable” costs associated with the provision of enhanced 911 services as defined under Federal Communications Commission Order 94-102. CMRS providers must file a cost estimate developed in accordance with these guidelines no later than December 31, 2001 to qualify for payments from the Fund during FY 2003.

No payments will be approved for costs prior to the receipt by the CMRS provider of a Phase I request for service. CMRS providers must specify which components of their cost estimates are considered confidential and protected as provided for in Article 7. Each CMRS provider submitting a cost estimate by December 31, 2001, will be invited to make a presentation of its cost estimate before a subcommittee of the Virginia Wireless E-911 Services Board as outlined in Article 7.

Phase I

The CMRS provider shall provide a detailed estimate of costs the CMRS expects to incur during FY 2003. A Cost Recovery Worksheet is attached as a guideline. The CMRS provider shall provide information based upon the cost recovery methodology it has chosen to use:

Capitation

CMRS providers, who have adopted a capitated cost recovery methodology, which calculates E-911 cost recovery as a fixed charge per subscriber based on billing address, shall provide:

- ◆ the fixed charge amount;
- ◆ the number of subscribers as of December 1, 2001 served in each area covered by the CMRS provider and the CMRS provider's resellers;
- ◆ an estimate of the rate of growth in subscribers in each PSAP service area;
- ◆ the basis of the fixed charge; and
- ◆ evidence of the reasonableness of the fixed charge. (If feasible, include a comparison of what the cost estimate would be if the carrier were to seek cost recovery based on actual Virginia costs.)

Payments based on these cost estimates shall be calculated separately for each PSAP. Payments shall be calculated by multiplying the fixed charge amount by the subscriber count on December 1, 2001 (inflated by the estimated subscriber growth rate). Payment amounts shall be prorated for the number of months between the expected PSAP Phase I request and June 30, 2003.

Actual Costs

CMRS providers, who have not adopted a "capitation" cost recovery method, shall provide a detailing of the estimated costs that the CMRS expects to incur during FY 2003. The estimate shall be based on:

- ◆ the schedules for each PSAP in the CMRS service area; and
- ◆ the point of interconnection agreed upon by the PSAP and the CMRS provider.

The Board may in its discretion require appropriate documentation supporting all costs. The CMRS provider must show how individual costs have been prorated to reflect the differing PSAP schedules.

Combination

CMRS providers may opt to use a combination of the two cost recovery methods. Capitation may be used for costs incurred per subscriber, such as third party provider cost. Using actual costs may be most appropriate for costs that do not fluctuate with the number of subscribers, such as trunking costs.

Phase II

Phase I Costs

After receiving a request for Phase II service from a PSAP, a CMRS provider shall still be eligible for all associated Phase I costs. The following guidelines for Phase II cost recovery should be viewed as being in addition to any Phase I costs already being received by the CMRS provider.

Infrastructure Components

The Board shall provide funding for the reasonable CMRS provider costs of the infrastructure components of Phase II service. Due to the complexity of the Phase II solutions, the CMRS Cost Recovery Subcommittee of the Board will evaluate each solution on a case-by-case basis. To assist the Subcommittee with the evaluation of the funding submissions, any CMRS provider wishing to receive funding for Phase II implementation must submit the following:

- ◆ a detailed proposal, including costs, for the implementation Phase II in the areas served by the PSAPs requesting service for FY2003;
- ◆ a detailed proposal, including costs, for the implementation of Phase II in all areas of the Commonwealth served by the CMRS provider;
- ◆ a comprehensive review of the technology selected by the CMRS provider for Phase II service including a comparison with any other technologies available for the CMRS providers network;
- ◆ a copy of the results of any testing of Phase II technology performed by the CMRS provider in the selection the Phase II technology; and
- ◆ a copy of any FCC filings made by the CMRS provider that relate to Phase II implementation.

Again, CMRS providers must specify which components of their cost estimates are considered confidential and protected as provided for in Article 7.

Subscriber Units

The Board will not provide funding or subsidies for the increased cost of subscriber units due to the inclusion of location technology.

Service Provider Based Solutions

The Board will provide reasonable funding for the provision of Phase II service through the use of a service provider. Typically, the service provider component takes the place of a portion of the infrastructure components that would otherwise be necessary. These costs are often provided as an increased capitated cost over the cost of Phase I.

Funding Request Worksheet

Any CMRS provider intending to implement wireless enhanced 9-1-1 Phase I or Phase II is strongly encouraged to submit a funding request to the Board. The Wireless E-911 CMRS Funding FY2003 Request/Report Worksheet (attached) has been designed to simplify the process of applying for funding for wireless E-911 improvements. The worksheet supports both the application for grant funds prior to the beginning of a fiscal year and also is used for the “true-up” process at the close of the same fiscal year.

The Worksheet is composed of two areas that are compiled to complete the form. They consist of the following:

1. Non-recurring costs (NRC)
2. Monthly Recurring Costs (MRC)

To the right of each area are two boxes, one titled “Estimated Cost” and one titled actual cost. Only the box titled “Estimated Cost” should be filled in for the grant application. The “Actual Cost” box is left blank until the true-up process (discussed below) at the completion of the fiscal year.

Items listed in each section should be itemized to allow the Board to fully understand the extent of the request. Items listed simply as “software” or “maintenance” will not be acceptable. Greater detail or explanation is necessary, such as “software upgrade to MPC to allow 20-digit processing” or “maintenance of MPC equipment”, to allow the Board to determine if the request falls within these guidelines.

NRC

In this section, list any one-time costs required to implement wireless enhanced 9-1-1. Any costs associated with Phase II implementation should be included in the list, but should be identified as Phase II costs. Total the list of items to the top of the section.

MRC

In this section, list any monthly or recurring costs required to implement wireless enhanced 9-1-1. Any costs associated with Phase II implementation should be included in the list, but should be identified as Phase II costs. Total the list of monthly costs to the top of the section. The total should be the monthly total requested or capitated amount and not the yearly total.

Submission Instructions

After completing the worksheet and totaling the costs to the top of the form, mail, fax or email it to the Board. Include with the submission the information listed above, if a Phase II request is being made.

The deadline for submission for the FY2003 period is December 31, 2001. However, this deadline is only significant if sufficient funding is not available to all requests. In such a case, the available funding is prorated among all of the requests received by December 31. By Virginia Code, the Board must consider funding requests received after that date to the extent there is available funding.

Approval Process

The Board’s CMRS Funding Subcommittee will review each request and make a recommendation to the full Board for approval. The Subcommittee may remove specific items before an approval is given. The full Board will act on the funding requests by March 1, 2002 so that the provider will know their funding level prior to the start of the fiscal year.

Distribution of Funding

All payments based on the approved NRC for FY 2003 shall be disbursed in four quarterly installments equal to one-quarter of the total amount approved by the Board. The Board will not disburse the MRC until billed by the CMRS provider after implementation of the service. The CMRS provider must bill the Board on a monthly or quarterly basis to receive the MRC approved by the Board.

True-up Process

Each CMRS provider filing a cost estimate and receiving payments during FY 2003 pursuant to these guidelines must file a statement of actual costs incurred during FY 2003 with the Board no later than September 1, 2003. Where appropriate, the CMRS provider must submit copies of paid invoices, purchase orders or other evidence of how the funding was expended. The actual equipment purchased may vary from that approved by the Board. So long as the actual equipment is still allowable under these guidelines, the Board may provide funding. The Board does not true-up on an item by item basis but rather only compares the bottom line funding received versus the amount actually expended to implement wireless E-911.

Payments received in excess of the approved costs shall be refunded to the Board or credited to qualifying payments in subsequent years on such schedules as the Board may determine.

Amendment of these Guidelines

The Board reserves the right to adopt such amendments to these guidelines as may be necessary to implement Article 7. CMRS provider are strongly encouraged to suggest changes they feel may be appropriate to improve the implementation of Phase I and Phase II service.

Wireless E-911 CMRS Funding FY2003 Request/Report Worksheet

CMRS Provider: _____ **Date:** _____

Funding Type	Estimate	Actual	Difference
Monthly Recurring Cost			
Non-Recurring Cost			
Total			

Monthly Recurring Cost Detail

[illegible]

Non-Recurring Cost Detail

[illegible]

Rockbridge Regional Public Safety Communications Center

306 Park Avenue, Suite A • Buena Vista, VA 24416 • 540-261-9300 • Fax: 540-261-9303
E-MAIL: dispatch@ccfw.com

August, 3 2001

Virginia Wireless E-911 Services Board
Department of Accounts
P. O. Box 1971
Richmond, VA 23218

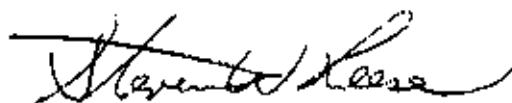
Dear Virginia Wireless E-911 Services Board:

I request a mid year adjustment to Rockbridge Regional Public Safety Communications Center's current year funding, in the amount of \$14,831.00 for the purchase of hardware, software and installation of a CML Sentinel Stats package.

Currently an accurate count of calls is not possible. We rely solely on our CAD data to estimate our amount of incoming calls. All of our calls are not issued a formal CAD call; therefore any count of calls is strictly a best guess estimate. The CML Sentinel Stats package will ensure an accurate count of all emergency and routine calls into our communications center.

My PSAP began receiving E-911 Wireless on 7/16/01 from three wireless carriers using the CAS mode. Ntelos PCS, Sprint PCS, and Horizon customers are now benefiting from Phase I wireless in my area of responsibility. We are waiting for NCAS carriers to begin service.

Respectfully,



Steven W. Reese,
Director

Wireless E-911 PSAP Funding FY 2002 Request/Report Worksheet

PSAP: City of Franklin

Total Request: 54,142.25
~~50,354.25~~

Date: August 6, 2001

Total Actual: \$

Difference: \$

Call load data:

Description	Last 12 months	Estimated	Actual
Total telephone calls handled by PSAP		63,875	
Total 911 calls handled by PSAP		7665	
Total wireless 911 calls handled by PSAP		3124	

Customer Promise Equipment Costs:

Equipment only used for wireless E-911:

Description	Estimated Cost	Actual Cost
Call counting System (est.) with handling RFP 8-7-01	\$22,000.00	
Trunk Interface Cards	\$4200.00	
Installation of cards	\$510.00	

Equipment with shared use for wireless E-911:

Formula			
$\frac{\text{number of wireless 911 calls}}{\text{total number of calls handled by equipment}}$	X	equipment cost	amount of funding
Estimated			
3124	X	\$174,420.00	= \$8,721.00
63,875			
Actual			
	X		=

Local Exchange Carrier Costs:

Description	Estimated Cost	Actual Cost
Wireless 911 Trunks \$144 x 12	1,728 3,456	
Trunk line Installation (465 x 4) =	1,860	

+ (3,588)

Personnel Costs:

Formula			
$\frac{\text{number of wireless 911 calls}}{\text{total number of telephone calls}}$	X	personnel cost of call takers and dispatcher	amount of funding
Estimated			
3,124	X	\$267,905.00	= \$13,395.25
63,875			
Actual			
	X		=

100%